



City of Huntsville
1212 Avenue M
Huntsville, TX 77340

REQUEST FOR PROPOSALS

Historic Log Cabin Relocation

The City of Huntsville, Texas is seeking qualified firms to relocate an historic log cabin from 1105 University Ave (downtown Huntsville, TX) to 1836 Sam Houston Avenue (Sam Houston Memorial Museum) Huntsville, TX.

Background

The historic cabin, commonly referred to as the Farris Cabin was originally built in the 1840's. Around 2002 the cabin was disassembled, moved and reassembled at the University Ave site. The site has been declared an historical site by the State of Texas. The log cabin is a wood frame structure with a foot print of approximately L24' X W33'X H25'. Has a front and back porch approximately L19' X W7' each. The cabin is placed on pier, beams and blocks. In 2016 the roof was replaced with cedar shakes. Currently the cabin is used as a green space and gift shop. The City has leased the site on University Ave and the lease has been terminated. Urgency with extreme care is vital.

General Specifications and Scope of Work

Condition - The log cabin is considered extremely fragile. Extreme care shall be taken in all associated tasks.

Damage and/or Repair to the log cabin shall be the full responsibility of the awarded contractor. The contractor or their designee shall immediately contact the City of Huntsville at 936.294.5700 to report damage. The sole responsibility of safe loading, transport and off-loading of the cabin is the full responsibility of the Contractor.

Damage to any adjacent property, sidewalks, streets, curbs, or driveways etc. shall be promptly repaired as directed by the City and at no cost to the City.

Utility Disconnects and Permits All locates, disconnects and/or permits are the sole responsibility of the contractor. All costs associated with locates, permits and disconnects are the responsibility of the awarded contractor and must be included in the submitted price proposal.

Passageways shall be provided by the awarded contractor from the existing site and to the relocation site/pad to ensure safe passage of persons, vehicles and/or cabin. The City of Huntsville will provide police escort and police traffic control during the relocation/moving of the cabin.

Notification - Any passageway closures require a 48 hour advance notice is to be given to the Huntsville Police, Fire and EMS Departments.

Provide - A flag man, flashing lights, wide load etc. as required by State of Texas is at the cost of the contractor.

Protection - Reasonable care and effort to minimize damage to any landscaping when removing the log cabin should take place.

Schedule - Work schedule must be coordinated with the City of Huntsville. The City is receptive to all work days and times.

Method - Contractor to determine most favorable method for the relocation. This includes items such as: interior and exterior bracing, ramps, roof removal, beam floor support, all equipment, materials and labor etc. The favorable/preferred method shall be outlined in the criteria response listed as Item B below.

Completion Date - The relocation must be completed by January 29, 2017. Consideration of urgency should be allowed for in the pricing schedule.

Existing Site Preparation - The City will remove/disconnect the HVAC systems. The City will demolish the exterior chimney. The City to remove all site signs which are blocking a safe passage out. The

Contractor to notify City of additional required landscaping removal or site obstructions prior to beginning the move.

Relocation New Site Preparation - The awarded contractor will be responsible for site pad preparation at the Sam Houston Memorial Museum Grounds. Consideration to site work should be based on; once the log cabin is moved it should not be moved again. Site pad preparation will include items such as dirt work, providing stabilizing/leveling blocks, providing load bearing beams etc. complete turnkey preparation. The City will mark the placement of the cabin and provide landscaping/canopy removal at the museum grounds for safe passage. The awarded contractor shall notify the City of any unclear passage.

Insurance - The awarded responder shall furnish and keep in full force (at its own cost and expense) the following insurance during the term of this project:

Commercial General Liability at minimum combined single limits of (\$1,000,000 per occurrence and \$2,000,000 general aggregate) for bodily injury and for property damages, which coverage shall include products/completed operations at \$1,000,000 per occurrence.

Commercial Automobile Liability at minimum combined single limits of \$300,000 per occurrence for Bodily Injury and Property Damage, including owned, non-owned, and hired vehicle coverage.

The awarded responder shall furnish at their own expense to the City of Huntsville, a Certificate of Liability Insurance listing the City as an “*Additional Insured*” via endorsement. In Description of Operations will need wording similar to: Blanket additional insured is added in favor of the certificate holder with respects to the general liability coverage as required by written contract. Blanket Waiver of Subrogation is added in favor of the certificate holder with respects to workers compensations coverage as required by written contract. Certificate Holder to be: City of Huntsville 1212 Ave M Huntsville TX 77340.

Copy of insurance currently in place should be included with bid

Evaluation Criteria and Response

- Use your firm’s letterhead to respond to all the criteria, meeting the specifications and scope listed. Each section is to be written precise and direct - explain/narrate the requested items. Keep response to Item A - D to a maximum of 3 pages.
- The award of this project will be based on best value for the City. Using the below criteria:
 - A. Price – List the price to relocate log cabin. Include all tasks which your firm will complete. Itemize cost by tasks required to complete this move. Total pricing must include all fees and charges.
 - B. Methodology – Describe the proposed method which will be used in all areas of this project. Include a recommended route with a day and time of move.
 - C. Project Duration – Submit a timeline of project from date of Notice to Proceed is issued to completion. Include key benchmarks that are required to complete the move by January 29, 2017.
 - D. Forms – Include verification of insurance, references (especially list similar cabin moves within Huntsville, TX), signed RFP (not to be counted in the maximum number of pages). Omission of any insurance information may be grounds for rejection.

Proposal Format

Firms are requested to submit all responses in a sealed package and delivered to the City of Huntsville, City Secretary’s Office, RFP #17-06, 1212 Avenue M, Huntsville, TX 77340. To be considered all responses should be received by December 27, 2016 1:00 p.m. Central Standard Time. The responding firms are requested to submit one original signed City of Huntsville RFP Document and one original Criteria Response Memorandum. The City reserves the right to waive any irregularities or reject any and all responses.

Should your firm have any questions concerning this RFP, please contact Billie Smith; she may be reached at bsmith@huntsvilletx.gov.

Photos

Front/Street View



Interior Roof Line and Wall



Additional Information

Once the evaluation process is completed, any item may be negotiated rather listed or not. At any time should the top ranked firm be excused or contract terminated the City reserves the right to open discussions with the next ranked firm. This will continue until a firm is found that meets the needs of the City. The City will issue a Notice to Proceed once a firm can be put in place.

RFP # 17-06 Firm Name: _____

Signature

Date